



NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

NGB-ZC-EO

12 October 2010

MEMORANDUM FOR THE State Equal Employment Managers

SUBJECT: FY 2011 Special Emphasis Programs (SEP) Calendar of Events and Award Criteria for 2011 DoD and Affinity Groups Outreach Awards Programs

1. This memorandum announces our continuing commitment to support the minority outreach initiatives of the National Guard. The National Guard Bureau Office of Equal Opportunity (NGB-EO) in partnership with the Department of Defense (DoD) Office of Diversity Management and Equal Opportunity (ODMEO) will engage external groups and host activities to enhance military and civilian recruitment and reinforce our support of White House employment initiatives and Presidential Executive Orders. Planned events are scheduled throughout the year to coincide with nationally recognized special observances and the annual training conferences, conventions, and symposia of external groups.
2. Enclosed is the FY 2011 Special Emphasis Programs (SEP) Calendar of Events highlighting specific outreach events that may include recognition of DoD military personnel and civilian employees. Also, please find DoD awards criteria necessary when completing nomination packages for review and recognition. Most ceremonies will be held in conjunction with outreach and observance programs.
3. Please disseminate this information to the appropriate personnel. In every instance, units of the award recipients are responsible for funding the travel and per diem costs associated with attendance at the respective recognition ceremony. Additional awards and nomination criteria may be announced throughout the year along with details for each ceremony by separate correspondence.
4. Ms. Phyllis Brantley is the National Guard Bureau staff point of contact for this action. She can be reached by telephone at (703) 607-0782, FAX (703) 607-0790 or at e-mail address: Phyllis.brantley@us.army.mil.

Encl

1. FY 2011 SEP Calendar of Events
2. Awards Criteria for 2011

JUDITH J. MATHEWSON
Lieutenant Colonel, USAF
Chief, NGB Equal Opportunity

CF:

HROs (w/encl)
HREOs (w/encl)
EOs (w/encl)
SEPMs (w/encl)
EOAs (w/encl)
Diversity Coordinators (w/encl)

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Award Nomination Transmittal Form

Name of the Award:

I. NOMINEE'S INFORMATION

Name of the Nominee: _____

Position Title or Grade: _____

Department/Agency: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

II. NOMINATING OFFICIAL'S INFORMATION

Name: _____

Position Title or Grade: _____

Department/Agency: _____

Mailing Address: _____

Work phone number: _____

Work Fax Number: _____

Email Address: _____

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Nominations for the DoD African American History Month Recognition Award

1. The DoD African American History Month Recognition Awards honor Service men and women who have supported the global war on terrorism and demonstrated role model qualities and the core values of their respective Military Service. The period of performance for this award is from February to February. Nominees are expected to attend recognition events during the month of February, with the concurrence of their command and consistent with mission requirements. The recipient's unit is responsible for paying related per diem and travel costs.

2. Nominations are due electronically (Microsoft Word format) to Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in January**, and should include the following:

- a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
- b. A single-spaced narrative (not to exceed one page) describing the nominee's accomplishments warranting this recognition.
- c. A single-spaced biography (not to exceed one page) of the nominee.
- d. A citation, not to exceed twelve lines, highlighting the nominee's accomplishments.

3. There will be twelve awards presented; each to a Service member from the following components: Army Active, Army Reserve, Army National Guard, Navy Active, Navy Reserve, Marine Corps Active, Marine Corps Reserve, Air Force Active, Air Force Reserve, Air National Guard, Coast Guard Active, and Coast Guard Reserve.

**Nominations for the Department of Defense (DoD) Women's History Month
Science Technology Engineering and Math (STEM) Role Model Award**

1. The DoD Women's History Month Science, Technology, Engineering, and Mathematics (STEM) Role Model Award recognizes DoD military and civilian personnel who have distinguished themselves in support of the DoD mission, global war on terrorism, or whose activities best epitomize the core values of their respective military Service or organization. The award criterion follows:

- a. Creating programs, jobs, training opportunities and activities that will benefit the recruitment, retention, promotion or career development of women and minorities in DoD STEM occupations and disciplines.
- b. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs in DoD STEM occupations and career fields. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for women and minorities in STEM positions.
- c. Developing programs, leading activities, or influencing educational curriculums that result in increasing the participation of minority youth in STEM majors or occupations.
- d. Distinguishing themselves as a leader and mentor for female and minority youth, especially promoting their participation in STEM educational programs and technical career fields.
- e. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of STEM careers in the federal service or minority communities.
- f. Increasing significantly the participation of minority institutions in DoD STEM programs and opportunities that enhance the capacity building and infrastructure development of these institutions.
- g. Receiving international, national or high level recognition for significant contributions related to STEM accomplishments and using available platforms to increase the participation of women or minorities in STEM fields.

2. The period of performance for this award is March to February. Nominees are expected to attend the Women's History Month Observance Program at a location to be announced later, with the concurrence of their command and consistent with mission requirements. The nominee's organization is responsible for paying related per diem and travel costs.

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3. The Military Services, National Guard Bureau, Coast Guard and Washington Headquarters Services may each submit one military nominee (either active duty or reservist) and one civilian nominee for receipt of the STEM award.
4. Nominations of military personnel and nominations of civilians employed by the Military Departments must be forwarded through the respective state headquarters Equal Employment Opportunity (EEO) office.
5. Send an electronic copy of the complete package in Microsoft Word format to Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the last week in January**. Incomplete packages will not be accepted. Nomination packages are to include the following:
 - a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
 - b. A single-spaced narrative (not to exceed one page) describing the nominee's accomplishments, justifying this award.
 - c. A single-spaced biography (not to exceed one page) of the nominee.
 - d. A citation, not to exceed twelve lines, highlighting the nominee's accomplishments.
 - e. Organization cover or transmittal memorandum.
 - f. STEM Nomination Cover Sheet (Attachment 1)

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Attachment 1:

DOD STEM ROLE MODEL AWARD NOMINATION COVER SHEET

I. NOMINEE'S INFORMATION

Name of the Nominee: _____

Position Title or Grade: _____

Grade Level: _____

Department/Agency: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

II. NOMINATING OFFICIAL'S INFORMATION

Name: _____

Position Title or Grade: _____

Department or Agency: _____

Mailing Address: _____

Work phone number: _____

Work Fax Number: _____

Email Address: _____

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Nominations for the National Image, Inc. Meritorious Service Award

1. The National Image, Inc. Meritorious Service Award nominations are due to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the last week in February**. Nominees are expected to attend the National Image, Inc. Awards Dinner Ceremony, with the concurrence of their command and consistent with mission requirements. The nominee's unit is responsible for paying related per diem and travel costs.
2. Please submit nominations electronically (Microsoft Word format) to include the following:
 - a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
 - b. A single-spaced narrative (not to exceed one page) describing the nominee's accomplishments warranting this recognition.
 - c. A single-spaced biography (not to exceed one page) of the nominee.
 - d. A citation, not to exceed twelve lines, highlighting the nominee's accomplishments.
3. The Military Services and the Coast Guard may each submit two nominees (one active duty and one reserve member). Additionally, the National Guard may submit two nominees (one from the Air and one from the Army National Guard). Nominations of military personnel (including personnel assigned to a joint-service organization, e.g., Defense Agency, Combatant Command, Defense Field Activity, etc.) must be forwarded through the Military Equal Opportunity office of the respective Military Service headquarters.
4. The National Image, Inc. Meritorious Service Award is to be presented to a military person who has:
 - a. Distinguished themselves by promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and/or public service.
 - b. Enthusiastically supported the civil rights of Hispanics.
 - c. Endorsed the full integration and promotion of women and minorities in the Armed Forces.
 - d. Promoted a positive understanding of the Armed Forces among and between

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Hispanics and members of the military and civilian population of the nation.

e. Fostered innovative and creative involvement within a community (civilian or military) of all race and ethnic backgrounds that benefits the employees and/or residents.

f. Promoted programs and activities that advocate equal opportunity for Hispanics in the federal workplace.

g. Displayed the outstanding qualities that distinguish the nominee as a leader.

h. Believed in and practiced the tenets of a democratic society, including the U.S. Constitution, the belief that all people are created equal and that freedom is a right that must be protected at all times.

**Nominations for the Federal Asian Pacific American Council (FAPAC)
Military Meritorious Service Award**

1. The FAPAC Meritorious Service Award nominations should be mailed to in Microsoft Word format to, Ms. Phyllis Brantley at email address, Phyllis.Brantley@us.army.mil, **no later than the first week in March**. Nominees are expected to attend the FAPAC Awards Luncheon with the concurrence of their command and consistent with mission requirements.

2. There will be twelve total awards presented; each to a Service member from the following components: Army Active, Army Reserve, Army National Guard, Navy Active, Navy Reserve, Marine Corps Active, Marine Corps Reserve, Air Force Active, Air Force Reserve, Air National Guard, Coast Guard Active, and Coast Guard Reserve. Nominations of military personnel (including personnel assigned to a Defense Agency, a Combatant Command, or a Defense Field Activity) must be forwarded through the Military Equal Opportunity office of the respective Military Service headquarters.

3. The purpose of the FAPAC Meritorious Service Award is to recognize the men and women who have distinguished themselves in the war on terrorism, whose activities best support the ideals of duty, honor, country or who best epitomize the core values and the citizen-warrior attributes of their respective Military Service. Additionally, please consider the outstanding military Service members who have made significant contributions to the advancement of Asian Pacific Americans (APAs) and the promotion of diversity/equal employment opportunity (EEO) in the Federal work force and the APA community. The award criteria are as follows:

- a. Fostering an innovative and harmonic environment between the military and APA civilian community.
- b. Assisting the work force in overcoming discrimination and eliminating barriers that hinder equal opportunity for APAs and other minorities in the Armed Forces.
- c. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations, and public service programs within the Armed Forces.
- d. Allowing Service members to participate in program activities that will benefit the career development of APAs.
- e. Creating job or training opportunities that will support and contribute to the advancement of APAs in the Armed Forces.
- f. Managing and promoting a diversified work force within the Military Services.

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- g. Serving APAs in the community and in the Armed Forces by reaching out and continuing education that set an example for others to follow.
 - h. Encouraging leaders to promote diversity/EEO program activities that advocate equal opportunity for APAs and members of the civilian and military population.
4. The nomination package should be prepared in the following format:
- a. Page 1. Cover or transmittal memorandum.
 - b. TAB 1. FAPAC Nomination Form (described below).
 - c. TAB 2. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments, which support the FAPAC award criteria. A typewritten citation (single-spaced, not to exceed eighteen lines of narrative, 12-pitch font, with 1 inch left and right margins) summarizing the nominee's accomplishments for inclusion in the program brochure.
 - d. TAB 3. A digital or paper black-and-white or color photograph (head and shoulders) of the nominee for inclusion in the program brochure. The digital photo must be at least 1MB.

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Federal Asian Pacific American (FAPAC) Nomination Form (TAB 1)

Name of the Nominee: _____
Position Title: _____
Rank: _____
Department/Agency: _____
Mailing Address: _____
Work Phone Number: _____

Name of individual preparing this nomination: _____
Position Title and Rank: _____
Department or Agency: _____
Work phone number: _____
Work Fax Number: _____
Mailing Address: _____

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**Nominations for the Society of American Indian Government Employees (SAIGE)
Meritorious Service Award**

1. The SAIGE Meritorious Service Award nominations are due to Mrs Phyllis Brantley, NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the last week of February**, and should include the following:

- a. A black-and-white or color, high-resolution digital (jpg file) head and shoulders photo of the nominee.
- b. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments that support the SAIGE award criteria.
- c. A typewritten citation (single-spaced, not to exceed sixteen lines of narrative, 12-pitch font, with 1 inch left and right margins) summarizing the nominee's accomplishments sent as a Microsoft Word document.
- d. A one page typewritten biography.

2. The Military Services, National Guard Bureau, Coast Guard and Washington Headquarters Services may each submit one military nominee (either active duty or reservists) and one civilian nominee for receipt of the SAIGE Meritorious Service Award.

3. Nominations of military personnel and nominations of civilians employed by the Military Departments must be forwarded through the respective state headquarters Equal Employment Opportunity (EEO) office.

4. The SAIGE Meritorious Service Award is to be awarded to military members and Department of Defense civilian employees who have significantly contributed to the Global War on Terrorism through outstanding support to the mission of their organization and meeting one or more of the following criterion:

- a. Demonstrating support for the full integration and promotion of Native Americans and Alaskan Natives within the Armed Services or federal civilian work force.
- b. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.
- c. Creating opportunities that support and contribute to the mentorship or development, and advancement or retention of Native Americans and Alaskan Natives in government service consistent with merit principles.

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- d. Eliminating barriers that hinder equal opportunity of Native Americans and Alaskan Natives or promoting programs and activities that advocate equal opportunity.
- e. Contributing to the selection, promotion or retention of Native Americans and Alaskan Natives in senior grade level positions and under-represented occupations.
- f. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of Native Americans and Alaskan Natives military or civilian personnel.
- g. Increasing significantly the participation of Tribal Colleges and Universities (TCUs) in federal programs and enhancing the capacity building and infrastructure development of these institutions.
- h. Increasing significantly the opportunities for Tribal Colleges and Universities (TCUs) to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, Research and Development, and the Reserve Officer Training Corps.
- i. Making personal sacrifices by his/her actions, resulting in significant contributions toward the development or advancement of Native Americans and Alaskan Natives.
- j. Distinguishing her or him self as a leader and mentor for Native Americans and Alaskan Natives youth, especially promoting their participation in science, technology, engineering and mathematical educational programs and technical career fields.

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**Nominations for the League of United Latin American Citizens (LULAC)
“Excellence in Military Service Awards”**

1. The LULAC “Excellence in Military Service Awards” will be presented at the Annual LULAC National Convention during the Department of Defense (DoD) Armed Forces Breakfast. Award recipients are expected to attend the awards breakfast. Travel and per diem costs are the responsibility of the recipient's unit. Complete nominations are due to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in April**, in Microsoft Word format and should include the following:

- a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
- b. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments that support the LULAC award criteria.
- c. A typewritten citation (single-spaced, not to exceed eighteen lines of narrative, 12-pitch font, with 1-inch left and right margins) summarizing the nominee's accomplishments for publication in a program brochure.

2. There will be 12 awards presented to one Service member from each of the following components: Army Active, Army Reserve, Navy Active, Navy Reserve, Marine Corps Active, Marine Corps Reserve, Air Force Active, Air Force Reserve, National Guard (Army National Guard and Air National Guard), Coast Guard Active, and Coast Guard Reserve

3. Criteria. LULAC will present awards to the men and women who have distinguished themselves in the war on terrorism, whose activities best support the ideals of duty, honor, country, and who best epitomizes the core values and citizen-warrior attributes of their respective Military Service.

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Nominations for the National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award

1. The NAACP Roy Wilkins Renown Service Award nominations are due electronically to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in May**. The awards will be presented at the NAACP Armed Services and Veterans Affairs Military Awards Dinner. Award recipients are expected to attend the awards dinner. Travel and per diem costs are the responsibility of the recipient's unit.

Award nominations should be submitted in Microsoft Word format; and include the following:

- a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
- b. A typewritten, single-spaced narrative (not to exceed one page) describing the nominee's accomplishments that support the NAACP award criteria below.
- c. A typewritten citation (single-spaced, not to exceed twelve lines of narrative, 12-pitch font, with 1 inch left and right margins) summarizing the nominee's accomplishments.

2. The Military Services, National Guard Bureau, Coast Guard and Washington Headquarters Services may each submit one nominee (active duty, reservists or civilian) for receipt of the NAACP Roy Wilkins Renown Service Award. Nominations of military personnel or civilians employed by the Military Departments must be forwarded through the respective state military equal opportunity office.

3. The NAACP Roy Wilkins Renown Service Award is to be awarded to a military member or Department of Defense civilian employee who has:

- a. Distinguished them by making a significant contribution to the country in the area of civil/human rights, race relations, equal opportunity, affirmative action, human resources, and/or public service.
- b. Enthusiastically supported the civil rights movement.
- c. Supported the full integration and promotion of minorities and women within the Armed Forces.
- d. Fostered support and understanding of the Armed Services among and between

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minority and non-minority members of the military and civilian population of the nation.

- e. Fostered innovative and creative involvement within a community (civilian or military) that resulted in positive action on behalf of the residents.
- f. Fostered better understanding among the races both in the Armed Forces and the private sector.
- g. Been committed, involved and dedicated to the civil rights movement in the Federal sector.
- h. By his or her actions, made personal sacrifices resulting in significant contributions to civil/human rights.
- i. Displayed the outstanding qualities that distinguish him/her as a leader and not a follower.
- j. Believed in and practiced the tenets of a democratic society, including the U.S. Constitution, the belief that all people are created equal, and that freedom is a right that must be protected at all times.

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Nominations for the Blacks In Government (BIG) Meritorious Service Award

1. The BIG Meritorious Service Award nominations are due to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in June**. The awards will be presented at a reception hosted by the Department of Defense, during the BIG Annual Convention. Award recipients are expected to attend the awards reception. Travel and per diem costs are the responsibility of the recipient's unit or organization.

Award nominations should include the following:

- a. A digital (.jpg format) head and shoulders color or black-and-white photograph of the nominee. The digital photo must be at least 1MB.
- b. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments that support the BIG award criteria.
- c. A typewritten citation (single-spaced, not to exceed sixteen lines of narrative, 12-pitch font, with 1 inch left and right margins) summarizing the nominee's accomplishments sent as a Microsoft Word document.
- d. A one page typewritten biography.

2. The Military Services, National Guard Bureau, Coast Guard and Washington Headquarters Services may each submit one military nominee (either active duty or reservist) and one civilian nominee for receipt of the BIG Meritorious Service Award.

3. Nominations of military personnel and nominations of civilian (to include personnel employed by the Military Departments must be forwarded through the respective state headquarters Equal Employment Opportunity (EEO) office.

4. The BIG Meritorious Service Award is to be awarded to a Service member and Department of Defense civilian employee who have significantly contributed to the global war on terrorism through outstanding support to the mission of their organization and meeting one or more of the following criterion:

- a. Demonstrating support for the full integration and promotion of African Americans within the Armed Forces or federal civilian work force.
- b. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.

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- c. Creating opportunities that support and contribute to the mentorship or development, and advancement or retention of African Americans in government service consistent with merit principles.
- d. Eliminating barriers that hinder equal opportunity of African Americans or promoting programs and activities that advocate equal opportunity.
- e. Contributing to the selection, promotion or retention of African Americans in senior grade level positions and under-represented occupations.
- f. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of African American military or civilian personnel.
- g. Increasing significantly the participation of Historically Black Colleges and Universities (HBCUs) in federal programs and enhancing the capacity building and infrastructure development of these institutions.
- h. Increasing significantly the opportunities for Historically Black Colleges and Universities to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, research and development, and the Reserve Officer Training Corps.
- i. Making personal sacrifices by his/her actions, resulting in significant contributions toward the development or advancement of African Americans.
- j. Distinguishing themselves as a leader and mentor for African American youth, especially promoting their participation in science, technology, engineering and mathematical educational programs and technical career fields.

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Nominations for the Hispanic Engineer National Achievement Award Corporation (HENAAC) Cadet Role Model Award

1. The HENAAC Cadet Role Model Awards honor service academy cadets, midshipmen, and Reserve Officer Training Corps (ROTC) cadets who aspire to academic excellence, demonstrate dignity and pride, and displays individual leadership. The period of performance for this award is from October 2010 through August 2011. Nominees are expected to attend recognition events during the month of October 2011, with the concurrence of their command and consistent with mission requirements. The recipient's unit is responsible for paying related per diem and travel costs. The award will be presented during October 2011.

2. The service academy and respective ROTC commands for Army, Navy, Air Force, and Coast Guard (including the Coast Guard College Student Pre-Commissioning Initiative) are asked to screen nomination packages and select the winning package based upon the criteria. Packages should be sent to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in August.**

Packages should include the following items:

- a. Cover or transmittal memorandum. This may be a scanned or pdf document.
 - b. Award Nomination Form (see copy of form with this memorandum).
 - c. A single-spaced narrative describing the nominee's accomplishments warranting this recognition as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - d. An award citation highlighting the nominee's accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of text, 12-pitch font, with 1 inch left and right margins). Please do not send a scanned or pdf document.
 - e. A single-spaced biography of the nominee as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
 - f. A 600 dpi digital (.jpg format) head and shoulder color or black-and-white photograph of the nominee.
3. Nominees should be evaluated on the following criteria for receipt of the HENAAC Cadet Role Model Award:
- a. The nominee distinguished himself or herself by maintaining good academic standing while pursuing a degree in an engineering, science, or technical course

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of study.

- b. The nominee demonstrated qualities that represent their respective academy or the ROTC with dignity and pride.
 - c. The nominee displayed leadership potential and the ability to inspire future/prospective military cadets.
4. Each award recipient must be prepared to address a group of middle/high school students on their decision to enroll in the military or a day in the life of a cadet or midshipmen.

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Nominations for the National LATINA Symposium Distinguished Service Award

1. The 2011 LATINA Style "Distinguished Service Award" honors military members and Department of Defense (DoD) civilian employees who supported the DoD mission, the global war on terrorism, and demonstrated role model qualities and the core values of their respective Military Service and Agency. The period of performance for this award is from September 2010 through July 2011. Nominees are expected to attend recognition events in September 2011, with the concurrence of their command and consistent with mission requirements. The recipient's unit is responsible for paying related per diem and travel costs. More specific information will be announced at a later time.

2. Nomination packages should be sent electronically (in Microsoft Word format) to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in July**. The nomination package should include the following items:

- a. Cover or transmittal memorandum. This may be a scanned or pdf document.
- b. Award Nomination Form (see copy of form in this memorandum).
- c. A single-spaced narrative describing the nominee's accomplishments warranting this recognition as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
- d. An award citation highlighting the nominee's accomplishments as a Microsoft Word document (single-spaced, not to exceed twelve lines of text, 12-pitch font, with 1 inch left and right margins). Please do not send a scanned or pdf document.
- e. A single-spaced biography of the nominee as a Microsoft Word document not to exceed one page. Please do not send a scanned or pdf document.
- f. A digital (.jpg format) head and shoulder color or black-and-white photograph of the nominee.

3. There may be a total of seven military awards presented; one each to a Service member from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, and Coast Guard. There may be a total of eight civilian awards presented; one each to a civilian employee from the Army, Navy, Marine Corps, Air Force, Army Guard, Air Guard, Coast Guard, and the Fourth Estate.

- a. Nominations of military personnel (to include personnel assigned to a Defense Agency, Defense Field Activity or Combatant Command) must be forwarded

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through the Military Equal Opportunity office of the respective Military Service headquarters.

- b. Nominations of civilians employed by the Military Departments must be forwarded through their respective Civilian Equal Employment Opportunity headquarters office. Nominations of civilians employed by a Defense Agency, Defense Field Activity or Combatant Command must be forwarded to the responsible Action Officer (identified in paragraph two) in the Office of Diversity Management and Equal Opportunity (ODMEO) for screening and selection of a Fourth Estate recipient.

4. Nominees for the LATINA Style "Distinguished Service Award" should be evaluated based on the following criteria in each category:

- a. Active Duty nominees must have sustained outstanding performance in one or more of the following:

- 1) embodied the qualities that are at the core of the service's mission;
- 2) respected by their superiors and peers as leaders and upstanding service members; and
- 3) displayed exceptional character and represented their respective community with dignity and pride.

- b. Civilian nominees must have sustained outstanding performance (from August 1, 2010 to August 31, 2011) in one or more of the following:

- 1) embodied the qualities that are at the core of the service's mission;
- 2) assisted in creating opportunities and careers that supported and contributed to the advancement of Hispanic Americans toward senior level positions; and
- 3) displayed exceptional character and represented their respective community with dignity and pride.

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Nominations for the National Organization for Mexican American Rights (NOMAR) Meritorious Service Award

1. The NOMAR Meritorious Service Award nominations are due to Ms Phyllis Brantley NGB-EO, email address, Phyllis.Brantley@us.army.mil, **no later than the first week in July**, (Please read submission details carefully), and should include the following:

- a. A black-and-white or color, high-resolution digital (jpg file) head and shoulders photo of the nominee.
- b. A typewritten, single-spaced narrative (not to exceed two pages) describing the nominee's accomplishments that support the NOMAR award criteria.
- c. A typewritten citation (single-spaced, not to exceed sixteen lines of narrative, 12-pitch font, with 1 inch left and right margins) summarizing the nominee's accomplishments sent as a Microsoft Word document.
- d. A one page typewritten biography.

2. The Military Services, National Guard Bureau, Coast Guard and Washington Headquarters Services may each submit one military nominee (either active duty or reservists) and one civilian nominee for receipt of the NOMAR Meritorious Service Award.

3. The NOMAR Meritorious Service Award is to be awarded to military members and Department of Defense civilian employees who have significantly contributed to the Global War on Terrorism through outstanding support to the mission of their organization and sustained outstanding performance in one or more of the following criteria:

- a. Promoting the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.
- b. Fostered support and understanding of the Department of Defense in their local community.
- c. Creating opportunities that support and contribute to the mentorship or development, and advancement or retention of Hispanics in government service consistent with merit principles.
- d. Distinguished herself/himself as a leader and mentor for youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.
- e. Eliminating barriers that hinder equal opportunity of Hispanics or promoting programs and activities that advocate equal opportunity.

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- f. Contributing to the selection, promotion or retention of Hispanics in senior grade level positions and under-represented occupations.
- g. Displaying exceptional character that distinguishes the individual as an outstanding leader, role model or mentor in promoting the development or advancement of Hispanic military or civilian personnel.
- h. Increasing significantly the participation of Hispanic Serving Institutions (HSIs) in federal programs and enhancing the capacity building and infrastructure development of these institutions.
- i. Increasing significantly the opportunities for Hispanic Serving Institutions (HSIs) to participate in and benefit from DoD programs involving contracts and grants, student and faculty employment, Research and Development, and the Reserve Officer Training Corps.
- j. Making personal sacrifices by his/her actions, resulting in significant contributions toward the development or advancement of Hispanics.
- k. Distinguishing her or him self as a leader and mentor for Hispanic youth, especially promoting their participation in science, technology, engineering and mathematical educational programs and technical career fields.

Nominations for Outstanding DoD Employee with a Disability

Eligible individuals include appropriated and non-appropriated-fund employees and foreign nationals employed overseas. Previous winner of this Secretary of Defense award may not be re-nominated until at least 10 years have passed.

Nominations are to be prepared in the following format:

1. Identification
 - a. Full name: first name, middle name (if any), last name
 - b. Date of birth
 - c. Citizenship
2. Narrative justification for award covering job performance and examples of excellence and initiative
3. Description of the individual's disability, its effects on the individual's life and job performance, and ways in which the disability is accommodated in the workplace.
4. Employment
 - a. Classification of current position (job series, title, and grade)
 - b. Individual's organizational title (if any)
 - c. Employer (organizational unit, division or section, employing activity, department of agency)
 - d. City and state where employed
 - e. Total years of Federal service
 - f. Length of service with current employing activity and in present position
 - g. Work experience other than Federal employment
5. Educational background (schools attended, fields of study, dates of graduation, degrees awarded, honors)
6. Agency recognition (awards, etc.), if not fully covered in narrative
7. Community service, if not fully covered in narrative

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8. Community recognition (professional associations, community organizations, etc.), if not fully covered by the narrative
9. Other biographical data, e.g., family, hobbies, military service, place of birth, travel, or location of residence
10. One 8" x 10" glossy photograph or high-resolution digital photograph of the nominee at work (should show the individual in the work place) – HEAD AND SHOULDERS PORTRAIT PHOTO IS NOT ACCEPTABLE
11. A signed release authorizing use of photograph and information provided for promotion of the Awards Ceremony and the DoD Disability Program